

UNIVERSITY MEDICAL CENTER OF SOUTHERN NEVADA
Bid No. 2016-02
Document Scanning Services

January 28, 2016

ADDENDUM NO. 1

QUESTIONS / ANSWERS

Q.1 Is there a Budget Allowance set for this contract?

A.1 This is not applicable in the submittal of the proposal from the vendor.

Q.2 How often can invoices be submitted?

A.2 This can be worked out with Accounts Payable after award of the contract.

Q.3 Please provide the link for the software TRAKSTAR? Is it really called TRACKSTAR?

A.3 There is no "C" in TRAKSTAR software that UMCSN is requesting to be used. This is the software that has been utilized nationwide for Transplant records and UMCSN does not have access or a license to this software, it is to be the vendor's responsibility to provide. The software provides a guaranteed 100% chain of custody ensuring HIPAA compliance is followed and to keep a record of all information tracked.

Q.4 In order for the evaluation process to be fair and defensible, can UMCSN share its (weighted) evaluation criteria?

A.4 Evaluation will be based off of vendor information, past performance/experience, qualification, proposed solution in completing the requested service, fees/cost, submitting all necessary UMCSN requirements and overall proposal.

Q.5 Why is TRAKSTAR required and will UMCSN provide it?

A.5 Please refer to A.3 above.

Q.6 Is having 3 recent Hospital reference required to bid?

A.6 It is preferred that past performance include at least 3 large volume medical record scanning, i.e. Hospital or Transplant Center.

Q.7 Since the work must be done onsite, we want to confirm that UMCSN does not care where the company headquarters is located.

A.7 True. Headquarters is not a concern but all services must be done onsite. Not records, files or boxes will be removed from the Transplant Center.

Q.8 Is there a preference for local business?

A.8 No preference but services must be done onsite.

Q.9 Please clarify the comment about indexing to 20 tabs.

A.9 Charts are currently divided into approximately 60 different tabs. This will be narrowed to approximately 20 tabs to index the information electronically. Chart preparation should ensure documents are scanned into correct locations. UMCSN staff will provide the re-indexing and re-organization of the files to the vendor.

Q.10 Will vendor be required to scan with OTTR into chart – or – scan with our software with VRS and import into charts?

A.10 Vendor will not be responsible for scanning in OTTR.

Q.11 Is there a need for a HIPAA compliant repository if we scan locally on an internal network or into OTTR directly?

- A.11 Yes, HIPAA compliance and information security are extremely important and a BAA is a requirement of the successfully proposer. Vendor will not be scanning directly into OTTR.
- Q.12 Please clarify requirements of vendor getting Attachment A I-179 Vendor: Roles Responsibilities, and Credentialing.**
- A.12 Please read the Attachment, the successful proposer will be requirement to pass the requirements within.
- Q.13 In the Scope of Work, Section II states:
The PROPOSER must include all of the following technology:
TRAKSTAR
Ultrasonic Detection Scanners
VRS Technology
Tri Linear Cameras**
- If we have our own proprietary employee tracking software, is that acceptable? We also use our own proprietary scan software that performs the same functions as VRS, is that acceptable?**
- A.13 TRAKSTAR and VRS are recommended per studies done nationwide. If vendor would like to propose with different software, please be sure to include all the information and functionality of that alternate proposed software.
- Q.14 Proposer responsible for boxing with staff – Is this separate area in the building or in a separate facility that we would have to rent?**
- A.14 UMCN will retrieve any records not already on site. Vendor will not have to rent a facility.
- Q.15 Proposer Technology – O’Neil software is Trakstar equal**
- A.15 TRAKSTAR is preferred per studies done nationwide. If vendor would like to propose with different software, please be sure to include all the information and functionality of that alternate proposed software.
- Q.16 Proposer Technology – Paper Flow software equal**
- A.16 VRS is preferred per studies done nationwide. If vendor would like to propose with different software, please be sure to include all the information and functionality of that alternate proposed software.
- Q.17 Once boxed up can folders be shipped back to facility in another location/state?**
- A.17 No, these are medical records and for HIPAA compliance and information security must remain on site.

Please delete the following section in its entirety and replace with the following:

I. GENERAL CONDITIONS, 6. TENTATIVE DATES AND SCHEDULE

RFP Published in Las Vegas Review-Journal	Sunday, January 17, 2016
Non-Mandatory Pre Award Site Walk Through	Wednesday, January 20, 2016
Final Date to Submit Questions	Friday, January 22, 2016
Last Day for Addendums	Thursday, January 28, 2016
RFP Responses Due (2:00 p.m. PST)	Tuesday, February 02, 2016
RFP Evaluations	February 2016
Finalists Selection	February 2016
Finalists Oral Presentations (if required)	February 2016
Final Selection & Contract Negotiations	February-March 2016
Award & Approval of the Final Contract	February-March 2016

Issued by:

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